

**Carpenter (T)**

**Carpenter**

**Refrigeration & Air Conditioning Mechanic (T)**

**Refrigeration & Air Conditioning Mechanic**

**Lead Voucher Examiner (PSU)**

**Computer Systems Analyst (T)**

**Computer Systems Analyst**

**Security Investigator (Special Investigator)**

FSN#2009/123 (T)

**Carpenter**

**OPEN TO:** All Interested Candidates

**POSITION:** Carpenter, FSN-4; FP-AA, Trainee

**OPENING DATE:** November 20, 2009

**CLOSING DATE:** December 3, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Carpenter in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform full journeyman level in carpentry and building construction trade including perform wood construction, renovation, installation, preventive maintenance, and repair on extensive range of small and large wood structures and wood accessories for various Government held properties.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible

Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of high school (Mathayom 6) or equivalent; (2) One year of direct experience in maintenance, repair and construction of carpentry as a fully qualified journeyman; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments is required; (5) Ability to drive and possess a valid Thai driver’s license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office  
Attention: Recruitment  
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand  
E-mail: [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov)  
Fax: 02-205-4928

**PLEASE ATTACH A COPY OF TRANSCRIPT AND A VALID THAI DRIVER’S LICENSE.**

DO NOT ATTACH PHOTO

**CLOSING DATE FOR THE POSITION: DECEMBER 3, 2009**

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FSN#2009/123

**Carpenter**

**OPEN TO:** All Interested Candidates

**POSITION:** Carpenter, FSN-5; FP-9

**OPENING DATE:** November 20, 2009

**CLOSING DATE:** December 3, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Carpenter in its Facilities Management Office (FM) located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform full journeyman level in carpentry and building construction trade including perform wood construction, renovation, installation, preventive maintenance, and repair on extensive range of small and large wood structures and wood accessories for various Government held properties.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of high school (Mathayom 6) or equivalent; (2) Two years of direct experience in maintenance, repair and construction of carpentry as a fully qualified journeyman; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, and instruments is required; (5) Ability to drive and possess a valid Thai driver’s license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: DECEMBER 3, 2009**

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FSN#2009/130 (T)

**Refrigeration & Air Conditioning Mechanic**

**OPEN TO:** All Interested Candidates

**POSITION:** Refrigeration & Air Conditioning Mechanic, FSN-4; FP-AA, Trainee

**OPENING DATE:** November 27, 2009

**CLOSING DATE:** December 10, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic located 95 Wireless Road, American Embassy, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform full journeyman level in refrigeration and air conditioning trade. Perform duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) One year experience in maintenance, repair and installation of refrigeration and air conditioning systems; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, instruments and computer; (5) Ability to drive and possess a valid Thai driver’s license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

Regional Human Resources Office

Attention: Recruitment

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**CLOSING DATE FOR THE POSITION: DECEMBER 10, 2009**

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FSN#2009/130

## **Refrigeration & Air Conditioning Mechanic**

**OPEN TO:** All Interested Candidates

**POSITION:** Refrigeration & Air Conditioning Mechanic, FSN-5; FP-9

**OPENING DATE:** November 27, 2009

**CLOSING DATE:** December 10, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-9

Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic located 95 Wireless Road, American Embassy, Bangkok.

**BASIC FUNCTION OF POSITION:**

Perform full journeyman level in refrigeration and air conditioning trade. Perform duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent); (2) Two years' experience in maintenance, repair and installation of refrigeration and air conditioning systems; (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai; (4) Ability to operate various hand tools, power equipment, instruments and computer; (5) Ability to drive and possess a valid Thai driver's license.

**SELECTION PROCESS:**

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: DECEMBER 10, 2009**

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FSN#2009/132

**Lead Voucher Examiner (PSU)**

**OPEN TO:** All Interested Candidates

**POSITION:** Lead Voucher Examiner (PSU), FSN-8; FP-6

**OPENING DATE:** November 27, 2009

**CLOSING DATE:** December 10, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Lead Voucher Examiner (PSU) in its Post Support Unit (PSU), Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Administer, supervise and perform work consisting of the examination for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment. Pre-certify all vouchers prepared by the Post Support Unit Voucher Examiners prior to sending for Financial Management Officer certification. Serve as the point of contact for serviced posts and counterparts in Charleston regarding all vouchers processed by PSU Bangkok Voucher Examiners. The incumbent may be required to work flexible hours and weekend.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Business Administration, Accounting, Finance, or related field; (2) Two years of progressively experience in financial management support; (3) Level IV (Fluent) speaking/reading/writing

English and Thai; (4) Must possess a working knowledge of automated accounting and financial management concept; (5) Must be able to use typewriter as well as Microsoft office software i.e. Word, Excel, PowerPoint.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: DECEMBER 10, 2009**

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FSN#2009/133 (T)

**Computer Systems Analyst**

**OPEN TO:** All Interested Candidates

**POSITION:** Computer Systems Analyst, FSN-9; FP-5 (Step 1 thru 4), Trainee

**OPENING DATE:** November 27, 2009

**CLOSING DATE:** December 10, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4), Trainee

Ordinarily Resident (OR): FSN-9, Trainee

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Systems Analyst in its System Programming & ISSO Division, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Provide supports to the pay systems that compute salaries, allowances, deductions, leaves and bonuses. Duties include researching, developing, analyzing, testing, and supporting the post payroll in accordance with Resources Management Bureau goals and objectives. Maintain the system that pays in the local currency applicable to the employees' Posts and exercise professional computer programming and analysis knowledge and skills in determining disbursing and financial requirements to be met in the design, re-design and adaptation

of existing automated systems and sub-systems to meet financial management needs of the worldwide operations of the Bureaus, Offices, and overseas Posts of the Department.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in computer science, information technology, or related field; (2) Three years of progressively responsible experience in computer system, database administrator, or accounting systems development and maintenance; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Must possess a knowledge of the theory, concepts and practices of accounting and computing; (5) Must be able to accurately analyze computing processes and identify practices and procedures which require correction or modification.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: DECEMBER 10, 2009**

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FSN#2009/133

**Computer Systems Analyst**

**OPEN TO:** All Interested Candidates

**POSITION:** Computer Systems Analyst, FSN-10; FP-5 (Step 5 thru 14)

**OPENING DATE:** November 27, 2009

**CLOSING DATE:** December 10, 2009

**WORK HOURS:** Full-time; 40 hrs/week

**SALARY:**



Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)  
Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Systems Analyst in its System Programming & ISSO Division, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTION OF POSITION:**

Provide supports to the pay systems that compute salaries, allowances, deductions, leaves and bonuses. Duties include researching, developing, analyzing, testing, and supporting the post payroll in accordance with Resources Management Bureau goals and objectives. Maintain the system that pays in the local currency applicable to the employees' Posts and exercise professional computer programming and analysis knowledge and skills in determining disbursing and financial requirements to be met in the design, re-design and adaptation of existing automated systems and sub-systems to meet financial management needs of the worldwide operations of the Bureaus, Offices, and overseas Posts of the Department.

**QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in computer science, information technology, or related field; (2) Four years of progressively responsible experience in computer system, database administrator, or accounting systems development and maintenance; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Must possess a knowledge of the theory, concepts and practices of accounting and computing; (5) Must be able to accurately analyze computing processes and identify practices and procedures which require correction or modification.

**SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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**CLOSING DATE FOR THE POSITION: DECEMBER 10, 2009**

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FSN#2009/134

## **Security Investigator (Special Investigator)**

**OPEN TO:** All Interested Candidates

**POSITION:** Security Investigator (Special Investigator), FSN-10; FP-5 (Step 5 thru 14)

**OPENING DATE:** November 27, 2009

**CLOSING DATE:** January 7, 2010

**WORK HOURS:** Full-time; 40 hrs/week

### **SALARY:**

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14)

Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Investigator in its Regional Security Office Investigator (RSOI) located at 120-122 Wireless Road, Bangkok.

### **BASIC FUNCTION OF POSITION:**

Conduct complex criminal investigations alongside myriad U.S. and/or Thai law enforcement agencies; engage in dedicated police liaison to develop effective relationships with senior and working level counterparts in the host government and allied embassies; closely monitor and analyze fraud trends and developments in Thailand and South Asia as it pertains to fraud, human smuggling, and terrorist travel; manage a demanding investigative portfolio involving subjects of criminal investigations in Thailand, the United States, and other foreign countries focusing on investigations concerned organized efforts to circumvent U.S. law regarding the issuance of passports and visas, although investigations will encompass all visa fraud, passport fraud, document fraud, identify theft, bribery, extortion, conspiracy, misrepresentation, wire fraud, mail fraud, malfeasance, and other crimes; handle or assist with the most sensitive investigations, especially those involving human smuggling by organized group exploiting vulnerabilities in the visa process, suspected terrorist activity, internal malfeasance, and organized crime (counterfeiting and forgery)

### **QUALIFICATIONS REQUIRED:**

**NOTES:** (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in Political science, Law, Liberal Arts, Social Science, Business Administration, Economic, Management or closely related discipline is required; (2) At least five year experience in an investigative or fraud prevention field; (3) Level IV (Fluent) speaking/reading/writing in English and Thai are required; (4) Must have knowledge of how to conduct a proper investigation; the principles, standards, and techniques of conducting a criminal investigation; (5) Understand criminal conspiracies and criminal enterprise activities and how they impact the visa process; (6) Must have ability to use a personal computer i.e. ACCESS (standard), MS Word (standard), MS Excel.

### **SELECTION PROCESS:**

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**SUBMIT APPLICATION TO:**

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Attn: Recruitment  
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Fax: 02-205-4928

DO NOT ATTACH PHOTO

**CLOSING DATE FOR THE POSITION: JANUARY 7, 2010**

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